



**INFORMATION NOTICE REGARDING REGISTRATION FOR THE
TRANSPORT SERVICE FOR LOWER SECONDARY SCHOOL STUDENTS
SCHOOL YEAR 2026/2027**

The school transport service for lower secondary school students is an individual application-based service provided with the aim of easing school attendance for pupils residing in areas distant from the lower secondary school premises within the municipal territory, and of contributing to ensuring the effective exercise of the right to education and the fulfillment of compulsory schooling.

For the 2026/2027 school year, the service is available to students attending lower secondary school under the “long week” timetable from Monday to Saturday, and to pupils attending the “short week” timetable from Monday to Friday, up to the maximum numbers indicated below. Non-residents who apply to use the service may be admitted subject to seat availability and compatibility with service organization, according to already established stops within the municipal area.

HOW TO SIGN UP

Applications for enrollment in the service must be submitted from 13/02/2026 to 16/03/2026 using the specific application form available for download on the official website www.comune.villacarcina.bs.it and sent exclusively by email to the following address: serviziscolastici@comune.villacarcina.bs.it, together with a copy of the applicant's identity document.

It is specified that enrolment is valid for the current school year only; therefore, it is clarified that even those who are already using the service in the 2025/2026 school year are required to submit a new application. Failure to submit the application will result in removal from the service for the 2026/2027 school year.

For the 2026/2027 school year, in line with the educational offer proposed by the Comprehensive Institute “T. Olivelli”, the service may be provided **until the maximum number of students is reached**, as specified below:

- Outbound trip with school entry at 08:00: for a maximum of 71 pupils
- Return trip with school dismissal at 13:00: for a maximum of 50 pupils
- Return trip with school dismissal at 14:00: for a maximum of 36 pupils

On the basis of the applications received by the established deadline, a ranking list will be drawn up, giving priority to pupils with disabilities and, subsequently, according to the following criteria, listed in order of priority:

1. residence within the municipal territory
2. distance of the home from the school premises, also in relation to the structure of the municipality, in the following order: Carcina – Cogozzo – Pregno – Cailina – Villa
3. grade attended, giving priority first to pupils attending first grade, followed by second grade,

and then third grade

4. younger age of the pupils (month and day of birth)
5. chronological order of application submission

Applications submitted after the established deadline will be placed on a waiting list and may be considered subject to seat availability and compatibility with service organization; therefore, any acceptance may be communicated only upon completion of the assessment process and before the start of the school year.

FEES AND PAYMENTS

The provision of the service requires a financial contribution from families based on the fees that will be determined by the Municipal Council during the approval of the Plan for the Right to Education for the 2026/2027 school year. The methods for payment of these fees will be communicated to families prior to the start of the service.

The cost will be calculated over eight months, excluding September and June, to compensate for days when school is closed for Christmas and Easter holidays, as well as for other institutional purposes. In the event of enrollment after the month of October, the cost will be calculated starting from the month in which the service begins, regardless of the first day of use.

For families with more than one child using the service, a 40% reduction is provided for the second child and any subsequent children.

No reductions are provided for partial use of the service (outbound trip only or return trip only), nor for days on which the service is not used.

In the event of non-payment, the service may be suspended until the outstanding amount is settled; continued non-payment will preclude enrollment in the service for the following school year.

SERVICE PROVISION

The management of the service is entrusted to an external company in accordance with current legislation. Routes, stops, and schedules are determined annually and communicated to users before the start of the school year.

In planning the above, priority will be given to ensuring the best functionality and efficiency of the service in order to accommodate as many enrollment requests as possible, while respecting the maximum numbers indicated above. Routes will follow exclusively public roads or roads open to public use, as travel on private roads or in situations that could compromise the safety of users and/or vehicles is not permitted. User safety will be the top priority. Students will not be allowed to board or alight at locations other than the predetermined stops, nor if they are not present at the stops at the scheduled times communicated. Additional stops or route changes may be authorized only in exceptional cases, in relation to the need to guarantee maximum safety for service users or to address unforeseen requirements.

Each user will be issued a personal identification card, which must be presented to use the service. The card must be shown before boarding the bus throughout the school year, as it is the only means for the driver to verify that the pupil is enrolled and up to date with payments. In the event of repeated failure to present the card, boarding the bus will not be permitted.

SAFETY AND RESPONSIBILITY

The company providing the service is responsible for the pupils during the journey. Article 19-bis of

Law No. 172/2017, which converted Decree-Law No. 148 of 16 October 2017, states that parents, legal guardians, or foster parents of children under 14 years of age, taking into account the child's age, level of autonomy, and specific context, may authorize the school to allow the pupil to leave independently at the end of the school day. The same law establishes that such "authorization releases school staff from liability associated with the duty of supervision". The law further provides that a similar authorization may be granted by parents, legal guardians, or foster parents to local authorities managing school transport services, allowing children under 14 to use the service independently. In this case as well, the law specifies that such authorization exempts the service providers from liability related to supervision "during boarding and alighting from the vehicle and while waiting at the designated stop upon returning from school activities".

USERS' BEHAVIOUR

Pupils must maintain disciplined and respectful behavior on the vehicles: shouting, swearing, disturbing the driver, standing during the journey, or engaging in any conduct that may endanger their own safety or that of others is strictly prohibited. Users are also required to strictly comply with the basic rules of transport and vehicle use and must not cause any damage to the vehicle.

In the event of misconduct, the following sanctions will be applied, according to the severity of the infraction and the potential impact on the proper functioning of the service:

- written warning addressed to the parent (or guardian/foster parent);
- Suspension from the service in cases of particular severity, after three written reports of behavior that endangers safety or disrupts the service, or in the case of repeated infractions.

Parents or guardians of the minor will, in any case, be required to compensate the service provider for any damage caused to the vehicle. Payment of the amount due will be preceded by formal notification of the damage via registered mail with return receipt. Parents/ guardians/ foster parents may submit their counter-arguments within five days from the date of notification of the non-compliance.

WITHDRAWAL FROM THE SERVICE

If it becomes necessary during the school year to withdraw a pupil from the service, prior written notification must be given to the School Services Office. No refunds are provided for amounts already paid. If the withdrawal occurs before the due date of the installments, the remaining payments will not be refunded.

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